

MISSOURI STATE PENITENTIARY
REDEVELOPMENT COMMISSION

MEETING MINUTES
Open Session
September 22, 2004

Chairman Bill Carr called the Missouri State Penitentiary Redevelopment Commission meeting to order at 1:05 p.m.

The following Commission members were present: Gene Bushmann, Jim Callis, Bill Carr, Robert Meyer, Sarah Riddick, Mark Schreiber, John Sheehan, Duane Weaver, Jim Wunderlich

The following Commission member was absent: Kas Mahfood

The following Design and Construction staff members were present:

Randall Allen, Charlie Brzuchalski Charlotte Collet, Sherry Kempf and Kevin Meinhardt

Order of Business:

- I. Approval of minutes
The minutes of the July 28, 2004 meeting were approved by a motion of Mark Schreiber and seconded by Gene Bushmann.
- II. Review of Updated Redevelopment Schedule
D&C staff member Charlie Brzuchalski explained the dates and timelines, as shown on the schedule (copies distributed to attendees)
 - Phases of the master planning work
 - Legislation – date and timeline
 - Commission meetings
 - Intergovernmental Relations w/ City of Jefferson
 - Central Eastside Neighborhood Planning
 - Whitton Expressway study
 - Infrastructure Improvement Planning
 - Progress of DNR Building
 - Progress of New Health Lab
 - DOC's Central office move to the MSP site
 - Surplus Property relocation
 - MSP move to new facility
 - When move is complete and Facilities Management assumes caretaker operations
 - Remaining property at empty facility
 - Infrastructure planning and construction
 - Bld. loop construction – extension of Chestnut St. around to Riverside Dr.
 - Parkway Loop Construction – Three phases
 - Lafayette St. in front of Hsg. Unit I to round- a-bout – mid river
 - Parkway Loop from round-a-bout and intercepts at Chestnut St. to present diesel plant location
 - From Chestnut St. intersection around to Capitol Avenue
 - Utility Infrastructure
 - Health Lab – water main extension and storm water tunnel work
 - Anticipation of projects to begin

- Interim parking areas A & B
Parking area A (Ball Field) – smaller area 150-200 cars
Park area B (Office Complex Area) – parking area plan to be ready and available in Spring of '06
- Budget FY '06
- FY '07 projection of major concerns
Caretaking
Infrastructure master planning
Construction and new construction

Discussion:

Callis: Is the interim parking used until garages are construction

Brzuchalski: Yes. It is the lowest level of parking and would provide approx. 350 spaces

Sheehan: will the cost for the interim parking be covered with the current FY'05 funds:

Allen: Yes. There is also potential for using Health Lab funds because there are plans for parking in the Health Lab project; however, there is no space available.

III. Design Guidelines Update

Dan Bochert and Mark Grillo of Parsons of the Parsons firm presented additional information, of the draft guidelines, in more detail, which they presented at the July 28, 2004 meeting. Mr. Bochert encouraged comments and input from the members so that they can provide a completed document by the end of this year. He asked the members to make their comments to either Randy Allen or Charlie Brzuchalski as soon as possible.

IV. Proposed Logo for the Commission

Commissioner Schreiber distributed various versions of logos for selection. Commissioner Wunderlich suggested to add ... *established 2000*. Mr. Schreiber will present a modified version to the Commission at the October 27, 2004 meeting.

By motion of Jim Wunderlich and second by Duane Weaver, the commission adopted Logo "B"

Those in favor: Bushmann, Callis, Carr, Meyer, Riddick, Schreiber, Sheehan, Weaver, Wunderlich.

Opposed: None

Absent: Mahfood

V. MSP Facility Assessment – Sherry Kempf and Randy Allen

In order to identify more of what the condition inside the walls, in terms of caretaking, maintenance and future use, an assessment of each of the individual buildings was performed. A team from Design and Construction and Facilities Management viewed the area and prepared a report.

Each building is described with its present condition and has a cost estimate of what the assessment team found and what needs to be addressed. This is work

recommended for the 5 yr. caretaking period. The buildings will be kept in reasonable shape until they are re-used or demolition is determined. Some are marginal, as far as re-use. If no proposals are received within the next five years, they can be demolished.

No buildings, except the ones used as headquarters for security and maintenance operations, will be heated or cooled. Facilities will use the caretaking money appropriated this year in the operation budget to "shut down" the buildings. This is a single, decommissioning project, and the funds appropriated (\$500,000) beginning July 1 will be used for the decommissioning plan, specifications, administration fees and contingencies.

Equipment Salvage:

There are four 800-hp. steam boilers used to heat the facility. The new facility has no use for this type equipment. One of the boilers will be moved to Moberly. There is no use for the other three, at this time.

Water Tower: Has a scrap metal value of \$40,000

The total of all salvageable equipment is approx. \$500,000 (steam boilers, misc. tank and pressure vessels, above ground storage tank and water tower.)

VI. CI Budget Request

The Division of Design and Construction reviews the building improvements requests and sends them on to the Governor. The total estimate of \$512,000 was requested for the Fiscal Year. There are two sources available: General Revenue and Facilities Maintenance and Repair Funds (FMRF). This request is for funds to come from the FMRF.

D&C recommended to the Commission to approve this request (\$512,000), for the decommissioning project. This money will actually to the Div. of Facilities Management (DFM).

By motion of Jim Callis and second by Gene Bushmann, the members unanimously voted to accept this budge request.

Those in favor: Bushmann, Callis, Carr, Meyer, Riddick, Schreiber, Sheehan, Weaver, Wunderlich.

Opposed: None

Absent: 1 Mahfood.

VII. Update on MSP Move-out

Commissioner Mark Schreiber had the following updated information regarding the vacation of the Missouri State Penitentiary Facility.

The inmates were transported to the new Jefferson City Correctional Center September 15, 2004. There is still a skeleton crew at the old facility to assist DFM with the initial shutdown.

The last DOC ball tournament will be held the week-end of September 25 and 26.

October 3 is an Open House for the DOC staff members

October 17 – Mr. Schreiber will give members of the Historic City of Jefferson Committee a tour.

October 25 and 26th – The DOC will host a public open house. Estimates are that approximately 10,000 visitors will attend.

- VIII. Caretaker Status, Interim Parking '06 Budget Proposal and Shuttle Service
Carl Greeson, Director of the DFM began with thanking the DOC and D&C for the cooperation during the transition. DFM is working with DOC in a 45-day period, identified as the transition period. DFM has three employees assigned to work full time at the MSP to provide the as-needed labor for the maintenance and repair at the facility.

Monies that DOC received last year is being used, as needed, for such items as utility payments, contracted security, boarding up windows, outside security lighting, cutting and draining steam lines, installing shut off valves to water lines, etc.

DFM has requested operating budget money for next fiscal year to enable DFM to continue similar services for another year, if needed. Those funds will be transferred from DOC's current caretaking budget.

Parking – The original MasterPlan included minimal, on-site, paved parking for the Lewis and Clark building. The DFM had planned to contract for shuttle service provided by the City of Jefferson. Temporary parking plans are also under review including a temporary lot on some Surplus Property areas or a temporary lot below the DNR Bldg. near the MSP steam plant. Those areas will be served with shuttle bus service. The MSP ball field area could also be an intermediate solution. It would be paved and used during the period until structured parking is constructed.

DFM received additional funding for one shuttle to the DNR Building, and is planning to provide two, including one that will be added to the existing Capitol Complex loop. The city has already acquired the busses.

Use of the ball field would require some breaching of the wall, at minimal cost. This location would have an advantage of also providing parking. Mr. Allen noted that the Commission would be asked at the next meeting to assist with parking site selections.

- IX. Review of RFP for Historic Tours

A sample RFP was distributed to the members. D&C staff members, Director Randy Allen and Sherry Kemp, gave a short outline of what was included in this document: How many to expect for tours, what months should be designated for tours, hours and days of operation, types of groups, what percentage of the vendor's fees could Commission receive.

Chairman Carr asked the members to review the RFP. The issue will be on the agenda at the October 27th meeting. .

Chairman Carr asked that a committee be formed to assist with the development of the RFP, along with the evaluation and coordinating the document for final results. Those members would make suggestions and report to the whole commission with details for approval. Mr. Carr suggested that the following members be appointed to this committee.

Kas Mahfood, Chairperson
Bob Meyer
Mark Schreiber

The members agreed to review the RFP and make a final decision at the next meeting, as well as approve the formation of the Tour Committee and its members.

Discussion:

Commissioner Sheehan asked if the operation of the tours would fall under a central body or if the oversight of the tours should remain with the Commission.

Mr. Allen: The overall oversight should, as the Commission is responsible for the property. The profit or not-for-profit vendor could link together with the CVB, for instance, and do a joint venture. Whoever would perform the service would have the responsibility and receive their fee.

Sheehan: It is better to choose a larger body to partner with, using their capital and resources; thus, reaching a larger coverage statewide, of the opportunity for tours.

Mr. Allen: There is no limit as to the vendors who wish to bid.

Commissioner Bushmann: If a vendor is selected, what authority does the vendor have in controlling the premises. For instance, a movie company wants to film a movie and needs the premises for several days.

Allen/Kempf: The RFP states that the vendors obtain approval of the commission. The Commission will have control of those type situations.

X. MSP Commission Tour

The members decided that a tour of MSP facility would be suitable in conjunction with the next Commission meeting, which is October 27, 2004. The tour would begin at 9:30 a.m., with the meeting to follow at the usual time, 1:00 p.m.

With no further business, a motion to adjourn the meeting was made by Gene Bushmann. The motion was seconded by John Sheehan.

Those in favor: Bill Carr, Jim Callis, Bob Meyer, Sara Riddick, Mark Schreiber, Jim Wunderlich

Opposed: None

Absent: 1 Kas Mahfood

The meeting adjourned at 4:42 p.m.

These minutes were approved October 27, 2004.